



**News Flash - January 25, 2010**

### **Professional Development Survey**

In order to assist KYAE in professional development planning, we have designed a PD Survey to help us improve our training delivery methods. The changes and clarification information below will help you with completing the survey.

All program directors **are required to complete the survey by February 1**. The survey should take approximately 10-15 minutes to complete.

Please [click here](#) to begin the survey. If you have questions about the survey, please contact Joyce Bullock at [Joyce.Bullock@ky.gov](mailto:Joyce.Bullock@ky.gov) or 502.573.5114, ext. 118.

Thank you for your feedback!

#### *Changes in the KYAE 2010-11 Professional Development Model include:*

- All but the 1<sup>st</sup> Year Instructor Institutes will begin in July or August 2010. The 1<sup>st</sup> Year Instructor Institutes will be for full-time instructional staff hired after December 31, 2009. (See attached [PD Calendar](#) and [Experienced Instructor Institute Track Descriptions](#).)
- Except for the 1<sup>st</sup> Year Instructor Institutes, all institutes will have the same number of face-to-face events:
  - 2-day kickoff
  - 2-day interim training
  - 1-day showcase
- The 2<sup>nd</sup> Year Instructor Institute will replace the 2<sup>nd</sup>-3<sup>rd</sup> Year Instructor Institute. Full-time instructional staff hired between January 1, 2009 and December 31, 2009 will attend the 2<sup>nd</sup> Year Institute. Those hired prior to January 1, 2009 will attend the Experienced Instructor Institute.
- As space permits in the scheduled institutes, the Instructor Institutes will be open to part-time instructional staff (approximately one per county).
- Full-time instructional staff and program directors will register **between April 15 and May 1, 2010**. Part-time instructional staff will register **between May 1 and May 15, 2010**. **On May 16, 2010 all registration will be closed.**
- Participants may not retake courses taken within the past three years without KYAE approval.

#### *Clarifications to the KYAE 2010-11 Professional Development Model include:*

- Program directors are required to attend an Instructor Institute, in which at least one of their instructors is also attending.

- Clerks and instructor aides without instructional duties are exempt from 2010-11 professional development.
- Those full-time staff hired in January 2010 who completed the 2009-10 1<sup>st</sup> Year Instructor Institute will attend the 2<sup>nd</sup> Year Instructor Institute in 2010-11.
- The list of online course(s) required for part-time staff will be set prior to the May 1 registration date for part-time instructional staff.

### **WorkKeys Internet Version URL Change**

ACT has updated the administrative log-in URL for WorkKeys. You will need to create a shortcut or bookmark the following URL to set up students for testing and to view reports - <https://testadministration.org/vtadmin/goRealmLogin.do?realm=>(insert your realm number here).

The student log-in URL remains the same so you do not need to adjust their shortcut.

Please feel free to contact WorkKeys Staff at (800) 967-5539 if you would like assistance in making this change.

### **Microsoft Evaluate America Launch and Conference Call**

In response to Governor Beshear's launch of Microsoft Elevate America on Wednesday, January 27, Kentucky Adult Education has scheduled a conference call to discuss the program and its opportunities for our students. The conference call will be held **Thursday, January 28, at 2:00 p.m. (EST)**. We encourage you to join Jim Thompson and Marilyn Lyons to learn more details of this exciting new program. Information about Microsoft Elevate America can be found below. Additional materials regarding Microsoft Elevate America will be e-mailed to you later this week. To access the conference call, dial (877) 746-4263. You will be asked for a participant code. Your code is 0297339#.

Microsoft is committed to strengthening the U.S. economy and increasing global competitiveness by improving access to education and workforce readiness skills required for 21st century jobs. Elevate America will help governments across the U.S. accelerate the workforce readiness of individuals through a selection of the most relevant training and certification programs offered by Microsoft.

As part of the Elevate America effort, Microsoft is providing one million Microsoft Learning vouchers for no cost to access Microsoft eLearning courses and select Microsoft certification exams as part of their work to help train 2 million people over the next three years. Kentucky will be receiving 20,250 technology training vouchers (e-learning and certification exam vouchers) in early 2010.

The training is delivered over the Web through e-learning, so eligible participants who have a computer and Internet connection at home can take the training there. Eligible participants who do not have computer and Internet access at home may be able to use the computers at designated agencies/organizations.

Through the intake and orientation process, you can determine if the person will be best served in your program or should be referred to one of the other partnering agencies. If eligible for KYAE services, the hours spent in e-learning in your program can count as part of the student's attendance hours. The Instruction Targeted for TABE Success (ITTS) would be a good tool to use with these students for academic instruction.

If you have questions about this initiative, please contact Jim Thompson at [Jim.Thompson@ky.gov](mailto:Jim.Thompson@ky.gov) or (502) 573-5114, ext. 112.